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| SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM   |                              |                          |                |
|---|------------------------------|--------------------------|----------------|
| UNCLASSIFIED  |                              | CONFIDENTIAL             |                |
| <b>OFFICIAL ROUTING SLIP</b>  |                              |                          |                |
| TO  | NAME AND ADDRESS             | DATE                     | INITIALS       |
| 1   | Ship                         | 3/17                     | D              |
| 2   | Del - Briefed the DDA        | 3/17                     | L              |
| 3   | effect we are holding to the |                          |                |
| 4   | 3/21/75 deadline. D          |                          |                |
| 5   |                              |                          |                |
| 6   |                              |                          |                |
| <input type="checkbox"/>  | ACTION                       | <input type="checkbox"/> | DIRECT REPLY   |
| <input type="checkbox"/>  | APPROVAL                     | <input type="checkbox"/> | DISPATCH       |
| <input type="checkbox"/>  | COMMENT                      | <input type="checkbox"/> | FILE           |
| <input type="checkbox"/>  | CONCURRENCE                  | <input type="checkbox"/> | INFORMATION    |
| <input type="checkbox"/>  |                              | <input type="checkbox"/> | PREPARE REPLY  |
| <input type="checkbox"/>  |                              | <input type="checkbox"/> | RECOMMENDATION |
| <input type="checkbox"/>  |                              | <input type="checkbox"/> | RETURN         |
| <input type="checkbox"/>  |                              | <input type="checkbox"/> | SIGNATURE      |
| <b>Remarks:</b><br><p>Check on the status of our reply to that recent request re securing a health &amp; safety matter</p> <p>Ref DD 75-1140</p> <p>PERSONAL-16</p> |                              |                          |                |
| FOLD  |                              | RETURN TO SENDER         |                |
| FROM: NAME, ADDRESS AND PHONE NO.   |                              |                          | DATE           |
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| UNCLASSIFIED  |                              | CONFIDENTIAL             |                |
|   |                              | SECRET                   |                |

Due in  
Labor 1  
April

Call & ask  
Bill K

Ros,  
File w/package  
on DD/A 75-1149.

Thanks  
del  
3/17

*BEST COPY*  
*Available*

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U. S. DEPARTMENT OF LABOR

OFFICE OF THE SECRETARY

WASHINGTON

DD/A 95-1149

MAR 7 1975

Honorable William Colby  
Director  
Central Intelligence Agency  
Washington, D. C. 20505


Dear Mr. Colby:

Section 19 of the Williams-Steiger Occupational Safety and Health Act of 1970 and Executive Order No. 11807 require the head of each Federal department and agency to establish and maintain a comprehensive occupational safety and health program consistent with the standards promulgated by me for the private sector. Paragraph (a)(5) of Section 19 of the Act and Section 2(5) of the Executive Order require the submission of an annual report on each agency's occupational safety and health program.

Enclosed are the guidelines to assist in the preparation of your Agency's report. These guidelines specify the information required to be submitted pertinent to the Federal occupational safety and health program.

Comprehensive and effective safety and health programs are essential if the Federal Government is to lead the nationwide efforts of maintaining safe and healthful workplaces for all workers. We are counting on your personal support in this most worthwhile endeavor.

Sincerely,

  
Secretary of Labor

Enclosure

**ANNUAL REPORT GUIDELINES  
FEDERAL OCCUPATIONAL SAFETY AND HEALTH PROGRAMS CALENDAR  
YEAR 1974**

**PURPOSE:** These guidelines are designed to assist department and agencies in preparing their annual occupational safety and health program report required by Section 19(a)(5) of Public Law 91-596 and further defined in Section 3(j) of Executive Order 11807 and Federal Employees Safety and Health Provisions of 29 CFR 1960. These guidelines provide a uniform format for all Federal department and agency annual reports.

This year's report will concentrate on program activities and accomplishments for the calendar year 1974 and planned objectives and goals for calendar year 1975, in addition to department and agency plans to implement the Act, Executive Order and Part 1960. The report should be submitted on standard size paper (maximum 8 1/2 x 11).

**SUBMIT TO:** The Secretary of Labor  
Attention: Office of Federal Agency Safety Programs  
Occupational Safety and Health Administration  
Washington, D. C. 20210

**DUE DATE:** A due date of April 1, 1975, is necessary to ensure that each report is adequately analyzed and incorporated into the Secretary of Labor's Report to the President. The report will also be used as one source of information in the determination of the winners of the President's Safety Award for Federal agencies.

## REQUESTED CONTENTS

PROGRAM FOR CALENDAR YEAR 1974 A summary of the program activities during the past year is requested. This summary should indicate at what levels the activities occurred, at headquarters or the field sub-agency. Details of plans, goals, and objectives responsibilities; and an analysis of results achieved, program impact, problem areas, etc., should be included.

A statement of how the reported accidents, injuries, and illnesses occurring during the calendar year 1974 varied from those reported for the previous year. The statement should specify any agency problem areas indicated by a causal analysis of the variation. Agency corrective actions in response to these problem areas should be listed.

PLANNED PROGRAM FOR CALENDAR YEAR 1975 - A summary of planned activities for calendar year 1975 is requested. An individual statement describing the major goals and objectives for 1975 should be included. Activities requiring policy changes should be explained.

A statement is requested concerning future plans for causal analysis of accident, injury, and illness reports. Information concerning any planned immediate causal analysis of accidents, injuries, and illnesses, as they occur, should be included. The statement should specify the actions planned for responding to this analysis.

SIZE, ORGANIZATION, AND STAFFING - Attachment No. 1 is requesting the address of your Agency, name and title of agency head, and name and address of the agency headquarter's designated safety and health official. Attachment No. 2 is requesting information on safety and health staffing for calendar year 1974. Additionally, please list any vacant positions.

PROGRAM ON FILE AT OFFICE OF FEDERAL AGENCY SAFETY PROGRAMS -

In view of the new Executive Order 11807 and 29 CFR Part 1960 Safety and Health Regulations for Federal employees each department and agency shall resubmit their current program documentation. It will be kept on file with the Office of Federal Agency Safety Programs and you will be expected to keep current future agency program changes.

A review of the eight program elements, as used in our evaluations of agency occupational safety and health programs will prove helpful to assist you in preparing this portion of the report.

FEDERAL GOVERNMENT ACCIDENT REPORTING SYSTEM - Recommendations are requested concerning the revision of the Federal accident, injury, and illness reporting system to more adequately reflect causal data and trends throughout Federal Government. Recommendations should include what Federal Government wide causal data could the Office of Federal Agency Safety Programs furnish that would be useful to your program operation.

HEADQUARTER'S INFORMATION

NAME/TITLE/ADDRESS

AGENCY

AGENCY  
HEAD

SAFETY AND  
HEALTH  
DESIGNEE

NUMBER  
OF  
EMPLOYEES

HEADQUARTERS

FIELD

TOTAL

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PERSONNEL STATISTICS

## NUMBER IN GRADE LEVEL - HEADQUARTERS

| G.S. SERIES                    | 5-7 | 8-10 | 11 | 12 | 13 | 14 | 15 | 16+ |
|--------------------------------|-----|------|----|----|----|----|----|-----|
| 018<br>(SAFETY SPECIALIST)     |     |      |    |    |    |    |    |     |
| 690<br>(INDUSTRIAL HYGIENIST)  |     |      |    |    |    |    |    |     |
| 803<br>(SAFETY ENGINEER)       |     |      |    |    |    |    |    |     |
| 804<br>(FIRE PROTECTION ENGR.) |     |      |    |    |    |    |    |     |
| COLLATERAL DUTY                |     |      |    |    |    |    |    |     |

## NUMBER IN GRADE LEVEL - FIELD

| G.S. SERIES                    | 5&6 | 7&8 | 9&10 | 11 | 12 | 13 | 14 | 15 |
|--------------------------------|-----|-----|------|----|----|----|----|----|
| 018<br>(SAFETY SPECIALIST)     |     |     |      |    |    |    |    |    |
| 690<br>(INDUSTRIAL HYGIENIST)  |     |     |      |    |    |    |    |    |
| 803<br>(SAFETY ENGINEER)       |     |     |      |    |    |    |    |    |
| 804<br>(FIRE PROTECTION ENGR.) |     |     |      |    |    |    |    |    |
| COLLATERAL DUTY                |     |     |      |    |    |    |    |    |

VACANCIES

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